



State of California

Department of Transportation

CALTRANS...



POCKET TRAVEL GUIDE

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Provided by the Division of Accounting

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I. AUTHORITY TO TRAVEL

Overview/Travel Information Phone Number

This pocket guide provides you with the basic information you need when traveling on State business. This guide can be found within each District Cashiering Office. Detailed travel information can be found in the on line Travel Guide on the Intranet at

<http://adsc.caltrans.ca.gov/ASC/travel/> or by calling the Travel Information Line at (916) 227-9061 or CALNET 498-9061 between the hours of 9:00am - 12:00pm and 1:00pm - 3:00pm. **Note: The TEC form in addition to other travel related forms can be accessed from Forms Management's web site at: <http://svsgi1.caltrans.ca.gov/CEFS>. These forms are not available for electronic submission.**

Responsibility of the Immediate Supervisor

It is the responsibility of the employee's immediate supervisor (or officer approving the claim) to ascertain the necessity, reasonableness, and most cost effective mode of transportation (considering both direct expense as well as the employee's time) of incurring expenses for which reimbursement is claimed. Per DPA Rule 599.615, "The signature approving the travel and payment is certification that the approving party has authorized the travel, that the expenses were incurred in order to conduct official State business, and that the items claimed are appropriate and in accordance with the rules." In addition, department policy requires the supervisor to verify that proper expense coding is used.

CALTRANS' employees are authorized to travel at State expense while on official State business only. Reimbursement of travel expense is allowed in accordance with Title 2 of the Department of Personnel Administration (DPA) regulations," the State Administrative Manual (SAM) Sections 0700 & 4100, and current Bargaining Unit Memorandum of Understanding.

When Travel and Per Diem Expenses Are Allowed

IF . . .	Yes	No
Official State business	X	
Per diem expenses <u>within</u> 50 miles of primary residence or headquarters.		X
Illness when traveling or on a long-term assignment	Up to 3 days with approval	After 3 days
Vacation, CTO		X
Promotional Exam		X
Job Interview		X
Saturday/Sunday/Holidays	With approval / justification	

AUTHORITY TO TRAVEL (continued)

Funding Travel Expenses

- *The American Express (AMEX) Government Card* - This card is targeted for employees who make at least 5 business trips or spend at least \$5,000 in a calendar year. If you meet this criteria, you are encouraged to apply for and use this card for all expenses (meals, car rental, hotel, etc.) To obtain an AMEX Government Card application, contact Policy Services at (916) 227-9079 or CALNET 498-9079. Each cardholder is responsible for their own card and is financially liable for all charges made on the card.
- *Department of General Services (DGS) Charge Card (blue card)* - You may use this card to pay for taxi, obtain State vehicles or commercial rental cars, or purchase fuel at State garages. **(This card cannot be used for airline tickets.)**
- *Travel Advance Checks* -Using a Request for Travel Advance Form (FA0017-Rev.8/94), a travel advance may be requested to cover estimated out of pocket expenses. The advance form must be forwarded to the Policy Services Section, MS 25, in the Accounting Service Center (ASC) or faxed to (916) 227-8662 or CALNET 498-8662 at least 72 hours in advance. **Only one outstanding advance is allowed at any given time. The advance can only remain outstanding for 30 calendar days from the issuance date on the advance check.**
- *Cash, personal check or personal charge card may be used to pay for travel expenses (except when obtaining contract rental vehicles and contract airlines as the vendor may not identify the employee as a State employee).*

II. METHODS OF TRAVEL

Overview

Department policy requires employees to use the method of transportation which is in the best interest of the State. Employees shall use public transportation whenever feasible in lieu of using State or privately-owned vehicles on State business. Employees who operate vehicles on official business must have a valid California driver's license and, if private a Vehicle, appropriate insurance and an "Authorization to Use Privately-Owned Vehicles on State Business" (Form FA 205) on file with their supervisor.

AIRLINE Travel

Employees are required to use the Department's travel agency, Patterson Travel, when booking airline reservations. **Failure to use Patterson Travel may result in traveling employees securing non-refundable flights or flights purchased for greater than the State rate. Employees are liable for any amounts paid over the State contract rate.**

Making Reservations.--Travelers are **REQUIRED TO FAX** (rather than call) their approved "Request for Travel Ticket " (Form FA-0008) to Patterson Travel at (916) 925-1509 or (916) 925-0873 **a minimum of 48 hours** prior to flight time. Be sure to include all pertinent information, especially your correct fax number or e-mail address. After making the reservation and securing payment, Patterson Travel will fax or, if you prefer, e-mail you a confirmation (itinerary) within 48 hours after receiving the signed "Request for Travel Ticket."

If your travel is **within 48 hours**, call Patterson Travel at (916) 929-3565 or (800) 748-6655. Press "3" to connect to the California Services Department. Once the reservation has been made, fax a

METHODS OF TRAVEL (continued)

signed "Request for Travel Ticket" form to Patterson Travel. Your reservation will be finalized and an itinerary faxed to you when Patterson receives your Request for Travel Ticket.

Reservation Confirmation.-- After a reservation has been made, itinerary will be faxed or e-mailed to you within 48 hours after receiving the signed "Request for Travel Ticket." The itinerary will include all the flight information required for your trip and a confirmation number. The confirmation number on the itinerary is used in lieu of an airline ticket. **THIS RESERVATION CONFIRMATION WILL BE THE ONLY ONE YOU WILL RECEIVE.**

If you have not received your confirmation within 48 hours of your departure time, please contact Patterson Travel.

Emergency Travel.-- Emergency travel should be made through Patterson's after-hour service and not directly with the airlines. **These arrangements should be made by contacting (800) 823-9188, indicate you are traveling on State business for Caltrans. Patterson is charged a fee for this service; therefore, it is only to be used in emergency travel situations.** Employees making their own reservations directly through the airlines, internet or other means of communication, are liable for any amounts paid over the State contract rate. **Note: Only the AMEX Government Card will secure the State contract rate.**

Ticketed Travel and Out-of-State Travel.--When scheduling an Out-of-State flight for ticketed travel, follow the instructions outlined on page 5 in the "Making Reservations" section. In addition, when traveling Out-of-State, you must fax a "Request for Approval of Out-of State Travel" (Form FA 257) along with your "Request for Travel Ticket" to Patterson Travel in order for reservations to be secured and a ticket issued. See Section 6 in the Travel Guide for appropriate approval criteria for form FA 257. Airline tickets will be distributed to the Cashiering Office of to the employee depending on the instructions noted on the ticket request form.

Ticketless/Ticket Changes.--Ticketless/ticket changes must be made through Patterson (not the airlines) unless the arrangements were originally made directly with the airlines. If Patterson provides you with a new confirmation number, cross out the old number on your itinerary and write in the new number.

Unused Airline Tickets.-- Unused airline tickets and unused ticketless flight reservations must be cancelled at within 24 hours after the flight time as this is considered a prepayment and will not be refunded unless cancelled. **They should NOT be traded in or held for future flights.**

Airport Check-In.--A photo ID will be required. Passengers with no baggage to check may proceed directly to the boarding gate to confirm seating. Passengers with baggage may check-in at curbside (if provided) with the presentation of an itinerary/ticket prior to confirming your seat at the boarding gate.

Reimbursement.--If paid by the State, the itinerary/ticket is no longer a required document when submitting a TEC for reimbursement **unless you are submitting an out-of-state claim.** A receipt is required if the employee paid for the airline travel. **Note: You do not need to attach a copy of the Request for Ticket form to your TEC.**

METHODS OF TRAVEL (continued)

STATE Vehicles

State vehicles can be obtained with a DGS (blue) charge card and a valid license at any State Garage. Vehicles should not be kept over the weekend unless necessary due to time constraints (supervisor's approval is necessary).

Parking a State vehicle at the airport is discouraged. If there is no practical and reasonable way for the employee to get to and from the airport, the State vehicle may be parked overnight or for short durations at the airport as long as prior approval from the claimant's supervisor has been obtained.

State Garage Locations

CITY	ADDRESS	CALNET	PUBLIC	HOURS M – F
Fresno	1025 P Street	421-5527	(209) 445-5527	7 am - 7 pm
Los Angeles	122 S. Hill Street	647-4066	(213) 897-4066	7 am - 7 pm
Oakland	401 27th Street	541-0901	(510) 286-0901	7 am - 7 pm
Sacramento	1416 Tenth Street	437-2327	(916) 657-2327	7 am - 7 pm
San Diego	345 West Ash Street	740-2740	(619) 645-2740	7 am - 7 pm
San Francisco	550 Turk Street	597-3604	(415) 557-3604	7 am - 7 pm
Van Nuys	6150 Van Nuys Blvd.	733-5433	(818) 901-5433	7 am - 7 pm

RENTAL Cars

You may rent a car when a State vehicle is not available and automobile travel is essential. The State currently has a contract with eight vendors through December 31, 2000.

Reservations--In order to obtain the State rate on commercial car rentals, **reservations are required.**

Patterson Travel can make these reservations and will ensure that you are receiving the State rate.

Simply state your rental car preference (see page 11) on your approved "Request for Travel Ticket" prior to faxing to Patterson at (916) 925-0873 or (916) 925-1509. If your travel is within 48 hours, you can call Patterson Travel at (916) 929-3661 or (800) 353-3565 and follow up with a "Request for Travel Ticket".

If making your own reservation, each employee is responsible for using one of the seven contract vendors provided on the next page. To ensure your reservation is made at the State contracted rate, you must provide the contract vendor with the corporate ID number. **Note: Each employee is responsible for ensuring that the State rate is at or below the daily contract rate and should confirm this rate at the time of reservation.** The rental rates, phone numbers, corporate ID numbers, airport locations (not listed) and drop-off charges (not listed) vary depending on the vendor.

METHODS OF TRAVEL (continued)

Do not purchase the insurance offered on the rental agreement. The State will not reimburse you for purchasing collision, damage, or medical insurance while renting a vehicle. Collision/medical insurance is already provided by the State, and the contracted rental rates include loss damage waiver insurance protection.

We recommend that employees use the most cost-effective rental company for their travel needs, with respect to both time and cost. The rental rates outlined below are the maximum State contract rate for a compact vehicle. **Payment may be made with either the AMEX or DGS charge card. If the vendor accepts any other method of payment, you must ensure you receive the State contract rate.**

Vendor	Maximum Daily Rental Rate	Vendor Phone Reservation #	Corporate ID #
Alamo	\$49.00	1-800-732-3232	191259
Avis	\$49.00	1-800-331-1212	A160000
Budget	\$39.35	1-800-527-0700	T434700
Dollar	\$45.00	1-800-800-4000	CA9458
Enterprise	\$37.00	1-800-228-2325	CALGOVT
National	\$55.00	1-800-227-7368	5400321
Thrifty	\$43.86	1-800-367-2277	001-0190955

Upgraded Vehicles--Rates for upgraded vehicles are not under contract and will be charged at the rental companies' corporate rates. This option may only be utilized with prior approval from the traveler's supervisor and justification must be provided on the rental agreement/traveler's travel expense claim.

Refueling Vehicles--Travelers renting commercial vehicles on a daily basis are encouraged to refuel gas tanks **prior** to returning the vehicle to the vendor. Receipts for fuel purchase shall be submitted with your TEC for reimbursement.

State employees are not allowed to use the State contract rates for personal business and are not entitled to any vendor incentives. Employees must make prior arrangements with the vendor at the public commercial rate.

PRIVATE Vehicles

Employees using their private vehicle on State business **MUST** have an Authorization to Use Privately-Owned Vehicles on State Business (Form FA 205) on file with their supervisor. A new form, approved and retained by your supervisor, is required in January of each year or when a change affecting the certification occurs.

Mileage Rate Conditions.-- The current standard mileage rate is \$.31 cents per mile. This mileage reimbursement will not be taxed; however, overtime/call-back mileage remains taxable. Effective 10/01/01 the standard mileage rate is \$.34 cents per mile for Non-Represented and Bargaining Unit 12 employees only.

METHODS OF TRAVEL (continued)

Other Modes of Transportation

- Reimbursement is not allowed for motorcycle or boat use.
- A taxi should only be used if it is the best alternative when evaluating cost.
- A taxi must not be used between home and headquarters.
- Airport shuttle/limousines or hotel buses should be used in lieu of taxi.

III. TRAVEL EXPENSE CLAIM

Guidelines

The **revised 1/99** Travel Expense Claim (TEC), Form FA 302, is used to reimburse travel expenses and to clear outstanding travel advances. This form can be accessed on Forms Management's web site at: <http://svsgil.caltrans.ca.gov/CEFS> or ordered through the warehouse.

- All TEC claims shall be either typewritten or in ink and properly itemized. If using the approved computerized TEC located on Forms Management's web site, an extra copy needs to be attached to the original.
- Receipts (original & 1 copy) should be taped to 8 1/2 x 11" paper then stapled to the TEC.
- Relocation/Out-Of-State travel expenses must be on separate TEC's.
- June and July claims in the same calendar year must be on separate TEC's.

What goes on a TEC

- Claimant's information (complete **ALL** information on the top of the TEC);
- All appropriate expenses (per diem, transportation, mileage, etc.);
- Dates and times (military) when expense occurred;
- Location/purpose of each trip, and any additional justification required;
- Private vehicle license number and mileage rate if mileage is claimed;
- Original signatures of both claimant and supervisor and, when applicable, the designated manager's signature on Box 17. All signatures must be in ink.;
- Appropriate expenditure authorization coding, including agency object code.

Receipts

Receipts Required	All lodging (including LTA)
	Business phone/fax over \$5
	Parking over \$10
	Rental car expenses (regardless if expense was charged to State)
	All commercial lodging expenses for out-of-state/out-of-country travel
	Business expenses over \$5 with explanation.
	Tuition, training, professional dues, and license fee expenses
	Gas for rental and state vehicles
	Railroad and bus fares over \$25
	Conference/Registration fees
	Taxis, shuttles, street cars, local rapid transit, road tolls over \$10
	Out-of-State airline expenses (regardless if paid by the State)

Receipts Not	Overtime and per diem meals
Required	In state airline expenses (unless paid by employee)

IV. SUBSISTENCE

Per Diem Guidelines

Per diem (lodging, meals and incidentals) may be reimbursed for **actual costs** up to the current subsistence rates allowed by DPA.

- No per diem is allowed within 50 miles of the employee's headquarters/primary residence. Guidelines for an exception to this rule can be found in Section II of the Travel Guide located on the Intranet at <http://adsc.caltrans.ca.gov/ASC/travel/>.
- Lodging receipts must be itemized, show hotel address, phone number, etc. In addition, it must, show employee's name and identified as paid.
- An employee may not claim meal reimbursement when meals are furnished to the employee or otherwise paid for (i.e., meals on airlines, provided by hotel, etc.).
- Commercial per diem is allowed when trips are of short duration, not to exceed 30 consecutive days.

The non-commercial lodging/meal program (staying with friends or family) has been abolished.

Time Requirements

IF your trip was. ..	THEN travel times must have been . . .	To be able to CLAIM. . .
Less than 24 hours	If travel begins at or before 6:00 a.m. AND ends at or after 9:00 a.m.	BREAKFAST
	If travel begins at or before 4:00 p.m. AND ends at or after 7:00 p.m.	DINNER

- **Lunch and incidentals cannot be claimed for trips less than 24 hours.**
- **Effective January 1, 1999, meal reimbursements for travel less than 24 hours will be subject to taxes at the rates noted below.**
- **Taxes will not be withheld if travel is less than 24 hours and requires an overnight stay.**

Federal Income Tax (28%), State Income Tax (6%), and applicable Social Security (6.2%) and Medicare Tax (1.45%) withholding. All taxes will be withheld from a subsequent, regular payroll warrant.

IF your trip was. ..	THEN travel times must have been . . .	to be able to CLAIM. . .
More than 24 hours (or for Last fractional Part)	If travel begins at or before 6:00 (06:00)a.m. or if travel ends at or after 8:00 a.m.	BREAKFAST
	If travel begins at or before 11:00 (11:00) a.m. or if travel ends at or after 2:00 (14:00)	LUNCH

	p.m.	
	If travel begins at or before 5:00 (17:00) p.m. or if travel ends at or after 7:00 (19:00) p.m.	DINNER

SUBSISTENCE (continued)

Per Diem Reimbursement RATES

Destination	Expense Type	Reimbursement
In-State Lodging Per Diem Reimbursement	Commercial Lodging <u>with</u> receipt	ACTUAL up to \$84.00 + tax. Actual up to \$110 for specific areas as follows: Bay Area counties of Alameda, San Francisco, San Mateo and Santa Clara. Central and Western Los Angeles which includes Downtown L.A., Inglewood, L.A. International Airport, Playa Del Rey, Venice, Santa Monica, Brentwood, West L.A., Westwood Village, Culver City, Beverly Hills, Century City, West Hollywood, and Hollywood
	Effective 10/01/01 for Non-Represented and Bargaining Unit 12 employees	Actual up to \$140 in the Bay Area counties of Alameda, San Francisco, San Mateo and Santa Clara. Actual up to \$110 for San Diego and Los Angeles counties
	Breakfast	ACTUAL up to \$6.00
	Lunch	ACTUAL up to \$10.00
	Dinner	ACTUAL up to \$18.00
	Incidentals	ACTUAL up to \$6.00

Note: For assistance in locating commercial lodging within the State rates, refer to the AMEX Hotel Guide Web site at <http://www.travelcsg.com> for assistance.

Out-of-State and Out-of-Country Lodging Per Diem RATES

Destination	Expense Type	Reimbursement
Out-of-State and Out-of-Country Reimbursement	Lodging <u>with</u> receipt	ACTUAL AMOUNT
	Lodging <u>without</u> receipts	Not Applicable (no lodging reimbursed without receipt)

Note: For out-of-state travel, the breakfast, lunch, dinner, and incidentals rates are the same as the in-state rates on the previous page. For out-of-country travel, employees may claim actual meal amounts up to the Federal Foreign per diem rates.

MISCELLANEOUS EXPENSES

Overtime (OT) Meals

- You must work at least two consecutive hours prior to or after your regular scheduled workday. This applies to all bargaining units and non-represented employees in Work Week Group 2 only (WWG2)) employees except Bargaining Units (BU) 12 and 13. Bargaining Unit 12 and 13 employees can work any combination of two hours more than a scheduled workday. (Ex: one hour before, one hour after)
- Employees working at least 2 hours more on their regular work hours on their regular day off may claim an OT meal.
- An additional OT meal may be claimed for each additional six-hour period.
- Receipts are not required for OT meals.

GROUP / Bargaining Unit	O.T. MEAL REIMBURSEMENT
Non-Represented (WWG2)	Up to \$ 8.00
1,4 and 11 (Effective 7/1/99)	Up to \$8.00
9, effective 9/1/99	Up to \$8.00
12, effective 7/1/99	Up to \$6.00
13, Pending	Up to \$5.00
14 and 15, effective 7/1/99	Up to \$7.50
2, 7 and 21, effective 7/1/99	Up to \$ 5.00

OT meal reimbursement is reportable and taxable. For tax rates, please refer to the tax box on page.

Business Expenses

Employees may claim business expenses on a TEC, limited to those charges necessary for the completion of official business while on travel status. Some examples of these business expenses are business phone calls, faxes and emergency purchases necessary to complete the job.

Inappropriate expenses include but not limited to the purchase of computer software, cellular phone accessories and phone calls made while in flight. Justification as to the reason for the purchase is required on the TEC. Expenses over \$25.00 require an additional signature on the TEC, box 17, by the designated manager. In addition, the TEC may also be used to claim reimbursement relating to bargaining contract items such as training, membership dues, and license fee renewals. The original receipt plus one copy is required for reimbursement.

Cash Expenditure Voucher

A Cash Expenditure Voucher (CEV) is used when an employee, not on travel status, is required to make an emergency cash purchase for the office and does not have the availability of a cash purchase fund for reimbursement, expenses are limited to incidental supplies not stocked by the District Office or the Office of Business Management. In addition, the CEV may also be used for job required driver's license fees and medical exam fees. The "Cash Expenditure Voucher" cannot exceed \$50.00 per diem, plus tax, with the exception of new employee medical exams which are

claimed at the rate of \$52.95. We do not have the authority to pay for items exceeding \$50.00; therefore, employees can only be reimbursed by filing a Board of Control claim.

WHAT HAPPENS IF. .

Damage to Vehicle

STEP	ACTIVITY
1	ALL motor vehicle accidents involving a state-owned, privately-owned or commercial rental vehicle being used on State business must be reported within 48 hours to the Office of Risk and Insurance Management (ORIM) at 1325 J Street, Suite 1800, Sacramento, CA 95814, using a STD 270, Report of Vehicle Accident. If the accident resulted in bodily injury or significant property damage to a non-state party, the accident must first be reported by telephone at (916) 322-0459 (or 322-8967 on the weekends) before forwarding the STD 270.
2	Report accident to the nearest police/highway patrol if injuries or severe damage.
3	Submit STD 270 to your supervisor (reviewing officer).

IF Privately Owned Vehicle – If a private vehicle was involved in an accident, complete Steps 1-3 above. In addition, attempt to recover all of the damages through your insurance. Prepare a TEC for reimbursement in accordance with the instructions outlined in Section 3 of the Travel Guide.

IF Rental Vehicle – If a rental vehicle was involved in an accident, complete Steps 1 –3 from the previous page. In addition, prepare a TEC for reimbursement in accordance with the instructions outlined in the Section 3 of the Travel Guide at: <http://adsc.caltrans.ca.gov/ASC/travel/>.

IF State Vehicle - Complete an “Accident Identification Card” STD 269 (located in the glove box) before leaving the accident scene. If another vehicle is involved, then give the driver a copy of the STD 269. Phone a report to ORIM at (916) 322-0459 **within 48 hours**. If you are contacted by the “other” party or their insurance company/attorney, refer all phone calls/correspondence to ORIM--do not admit fault or give a statement about the accident without permission from ORIM.

Personal Injury (All motor vehicles)

- Immediately notify your supervisor of the details of the situation and have him/her contact the Office of safety at (916) 227-2640 to get necessary paperwork started.
- See Chapters 9 and 10 of the Caltrans Safety Manual located on the Intranet at <http://adsc.caltrans.ca.gov>. Select "Safety".
- You are covered under Worker's Compensation Insurance laws.

WHAT HAPPENS IF (continued)

Emergency Repairs to State Vehicles

Emergency repairs made to private vehicles cannot be reimbursed. For emergency repairs made to State vehicles:

IF. . .	THEN. . .
Under \$250.00	Have repair made, document the situation on the TEC, and attach all receipts for reimbursement.
Over \$250.00	Contact the nearest State Garage (see listing in this guide) or call Fleet Dispatch at (916) 657-2327. Also, see the Operator's Booklet located in the vehicle glove compartment.

Lost or Stolen Tickets/Charge Card

Lost or stolen airline tickets - Contact Patterson Travel at (916) 929-3661.

American Express Corporate Card - Contact American Express at 1-800-528-2122.

Department of General Services (DGS) Charge Card - Contact the custodian who issues the DGS blue cards for your Unit/Division. The custodian should then contact the coordinator in the Cashiering Office in the Accounting Service Center.

V. LONG-TERM ASSIGNMENTS

Definition

A Long-Term Assignment (LTA) is an assignment which exceeds thirty (30) consecutive calendar days at any one location. Thirty consecutive days are interpreted as traveling to one location for a period of 30 consecutive calendar days (not paid per diem days), regardless if the employee returns to their home on their regularly scheduled day off. The LTA terminates when the employee is assigned to another geographical area and is **required to terminate their long-term accommodations.**

Each employee on an LTA is required to complete and submit "Long Term Assignment Information and Certification of Subsistence Rates" (Form FA 1350), to their supervisor for approval and submission to their Program or Office Chief for final approval and submission to the TEC Unit. When any changes are made to this form, employees shall immediately submit a revised FA 1350 form.

Primary/Permanent Residence

Each employee shall have only one designated "primary/permanent residence." No reimbursement for per diem or other subsistence expenses shall be allowed on the premises, or within 50 miles, of an employee's "primary/permanent residence." If an employee maintains more than one residence, the District Director or Program Manager shall designate which residence is the employee's "primary/permanent residence."

LONG-TERM ASSIGNMENTS (continued)

Lease Agreements

Lease Settlement Agreements are not reimbursable. If an employee establishes a lease agreement with a landlord and does not fulfill the time period specified in the lease, any costs incurred as a result of breaking the lease become the responsibility of the employee and not the Department. **If a lease agreement is made, employees are encouraged to ask the landlord for a special provision in the lease agreement to accommodate a break of lease due to a change in work location.**

Per Diem

The full long-term subsistence rate (includes lodging, meals and incidental allowance) will be paid for each 24 hour period provided:

- The employee's primary/permanent residence is occupied by the employee's dependents, or
- The employee's primary/permanent residence is being maintained at a net expense in excess of \$200.00 per month.

Employees whose primary/permanent residence is not occupied by dependents, must provide supporting documentation to their supervisor with the required FA 1350 form. (i. e., a copy of the rental agreement or mortgage statement and a copy of a canceled rent/mortgage check for the current month or a copy of the front of the check along with a copy of the bank statement showing the check was cashed.)

Note: The lodging subsistence is intended for renting, whether it is an apartment, house, RV, or other. The State does not make payments on a purchase. If an employee owns the LTA residence, only meals will be reimbursed.

Per Diem shall be terminated at the end of the work shift or at the end of the subsistence day preceding the employee's day(s) off. Per diem will resume at the start of the shift when employees return to work. Exceptions are provided in Section VI of the Travel Guide.

- Employees may claim the per diem and mileage for obtaining meals during regularly scheduled day(s) off (i.e., weekends, holidays), provided they do not return to their primary/permanent residence or headquarters and they remain at the LTA location.
- Employees on an LTA who are not eligible (does not maintain a primary residence) for the full long-term subsistence rate will be allowed one-half the long-term subsistence rate for each 24 hour period.

LONG-TERM ASSIGNMENTS (continued)

Reimbursement Rates.--Lodging and meals shall be computed as follows: (LTA clock begins at the start of your normal workday)

LTA Lodging and Meals	<p>Daily Rate.--Up to \$24 for lodging, \$24 for meals/ incidentals for each 24 hour period while at the LTA location. If less than 12 hours, employee can claim \$24 under the meal or lodging category. Note: Lodging receipts <u>are</u> required and <u>reimbursement is limited to the receipted amount</u>. (This is calculated by dividing the monthly rent receipt by the number of days at the LTA site. Maximum allowed is up to \$24 regardless if the calculation exceeds this).</p> <p>Alternative Option.--Using this option, employees may claim up to \$1130 per month in <u>receipted</u> rent and utilities (gas, electric, water and sewer) and \$10 for meals/ incidentals for each 24 hour period. Employees may claim reimbursement for their rent at the beginning of the month after their rent has been paid. Utility and meal reimbursement, however, may not be claimed until the expenses have been incurred.</p>
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Transportation

If authorized by supervisor, employees may be reimbursed appropriate transportation expenses to return to their primary/permanent residence or headquarters on day(s) off. (Reimbursement for renting a commercial vehicle is not allowed.)

Employees are authorized up to 25 miles per day for private car mileage to travel between the employee's living accommodations (at the LTA location), the job site and restaurants to obtain meals. Supervisors are to review claims for reasonableness of mileage claimed. **No mileage may be claimed for travel and obtaining meals if a State vehicle is available.**

For employees who do not receive subsistence expenses, private car mileage may be reimbursed to commute daily to/from the LTA job site with supervisor's approval. Mileage shall be paid from the primary/permanent residence or headquarters, whichever is less.

Withholding Taxes for Long Term Assignments

Effective 1/1/93, the Internal Revenue Code Section 162(A)(2) was amended providing a one-year rule regarding the taxability of long-term travel reimbursements.

All taxability is outlined as follows:

1. If the LTA is to last for one year or less, the lodging and meal reimbursements are not taxable.
2. If the LTA is to last for more than one year, the lodging and meal reimbursements are all taxable.
3. If the LTA was intended to last for one year or less but at some later date is expected to exceed one year, the lodging and meal reimbursements become taxable from that point when it is known that the assignment will exceed one year.

Currently, the taxable reimbursements are subject to Federal Income Tax (28%), State Income Tax (6%), and applicable Social Security (6.2%) and Medicare Tax (1.45%) withholding. All taxes will be withheld from a subsequent, regular payroll warrant by the State Controller's Office (SCO).

VI. AGENCY OBJECT CODES

Federal Aid/ Object Code		
Eligible	Ineligible	Description
6-001	7-001	In-State Travel (rental car, parking, gas, taxi, shuttle, bus, rail, tolls, phone calls, business expense)
6-008	7-008	In-State commercial air fare
6-010	7-010	In-State private car mileage and in lieu of airfare costs
6-020	7-020	In-State per diem (lodging, meals, incidentals)
6-024	7-024	Tuition, registration fees, training material, books
6-075	7-075	Application/renewal of professional license fees; bar dues; Conf. Fees or Professional membership dues (B. U. 1 & Non-Reps only)
6-023	7-023	Overtime meals
6-110	7-110	Overtime mileage and call back mileage
6-021	7-021	Out-of-state per diem (lodging, meals, and incidentals)
6-101	7-101	Out-of-state travel (private mileage, rental car, parking, bus, taxi, rail, etc.)
6-108	7-108	Out-of-state commercial air fare
----	7-022	Relocation -- All charges

VII. FREQUENTLY ASKED QUESTIONS

1. Who do I call when I have a travel related question?

If an employee and supervisor cannot resolve the question by reviewing the Travel Guide at: <http://adsc.calgrans.ca.gov/ASC/travel/>, the employee should call the Employee Payment Section's, Travel Information Line at (916) 227-9061 or CALNET 498-9061.

2. Can I use a computer-generated version of the TEC Form?

Yes, however, it's restricted to only the computer-generated form located on Forms Management's web site at <http://svsgil.caltrans.ca.gov/CEFS/>. Department policy prohibits individual computer-generated forms.

3. If my TEC has been misrouted or lost en route to Accounting, can I send a duplicate photocopy for payment?

Yes, however, the employee and supervisor must resign the TEC. In addition, the TEC must indicate "RESUBMITTAL" in bold letters across the top of the claim and copies of the receipts must be attached with an explanation the originals were lost en route.

4. Does my lodging receipt need to be itemized?

Yes, lodging receipt must be itemized listing all expenses (room, tax, phone call, etc.) separately. The receipt must also have a zero balance showing the payment was made.

5. What is required on a receipt for LTA lodging?

There are two types of acceptable receipts: a) A pre-printed receipt which includes the name of the property, address and phone number or b) A receipt indicating the property address and landlords phone number. **NOTE:** In either case, the landlord or property manager must sign the receipt.

6. If I rent a vehicle for State business and will also be traveling on personal business, can I use the same rental car?

No, the rental for personal business must be under a separate contract. Employees are prohibited from using the state contract rental rates. Employees wanting to retain a commercial vehicle for personal use must make prior arrangements with the vendor at the public commercial rate.

7. Can I purchase my own airline ticket?

Although it is recommended that employees use Patterson Travel when making travel arrangement, employees can, at their own discretion, make their own reservations and submit a claim for reimbursement. **NOTE:** employees will only be reimbursed up to the State rate when purchasing their own ticket. Contracted airlines will only except a State of California American Express Card as a form of individual payment in securing the State rate. In addition, if an employee purchases a non-refundable ticket and the flight or trip is cancelled, the employee is liable for the cost of the ticket.

8. What happens if I lose a receipt?

In the event of a lost receipt, employees are responsible for obtaining a copy of the receipt from the vendor (a fax copy will suffice). In the few cases where a copy of a lost receipt cannot be obtained (i.e., parking), you must document in writing the circumstances beyond your control. In the absence of a receipt, reimbursement shall be limited to the receipt requirement amount noted on page 7.

VIII. CONTACT PHONE NUMBERS AND WEB SITE ADDRESSES

Phone and Fax Numbers

Travel Information Line	(916) 227-9061 or CALNET 498-9061
Policy Services Section, Supervisor	(916) 227-9079 or CALNET 498-9079
Policy Services Section, General	(916) 227-9092 or CALNET 498-9092
Employee Payment Section and Policy Services Section Fax Number	(916) 227-8662 or CALNET 498-8662
Patterson Travel Fax	(916) 925-1509 or (916) 925-0873
Patterson Travel Phone	(916) 929-3661 or 1-800-353-3565

Web Site Addresses

Travel Guide	http://adsc.caltrans.ca.gov/ASC/travel/
Forms Management	http://svsgil.caltrans.ca.gov/CEFS
American Express Lodging Guide	http://www.travelcsg.com

IX. NOTES

